



Manpower Standard

★ COMMUNITY SUPPORT FLIGHT (MEDIUM)

★This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. It provides the manpower needed to support a Community Support Flight during peacetime. It does not apply to Air National Guard or Air Force Reserve. This AFMS does not apply to bases where a cost comparison study (OMB Circular A-76) was conducted. Both a positive and a negative mission variance must be developed for all work within the organization that has undergone a cost comparison study. A negative variance should also be developed to account for any work accomplished by Contract Manpower Equivalents (CMEs). This AFMS was developed in accordance with the requirements outlined in AFIs 34-111, *Air Force Skills Development Program*; 34-110, *Air Force Outdoor Recreation Programs*; AFI 34-115, *Air Force Club Program*; AFI 34-116, *Air Force Golf Course Program*; AFI 34-118, *Bowling Program*; AFI 34-121, *Other Recreation Membership Clubs Programs*; and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBA, 550 E Street East, Randolph AFB, Texas 78150-4451.

★**NOTE:** Refer to Attachment 1 to identify if this AFMS applies to your location.

★SUMMARY OF CHANGES

This AFMS supersedes AFMS 45E0, 4 March 1994; AFMS 45GX, 4 March 1994; and a portion of AFMS 45DX, 6 May 1996. This AFMS is the result of the reorganization of base-level Services units into small, medium, and large organizations. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS and renumbering of all paragraphs. Changes are identified with a star (★).

1. Core Composition. The Community Support Flight provides skills development type recreation, outdoor recreation programs, recreation supply (checkout), a ticket and tour operation, club facilities, bowling, and golf facilities to the wing, and is responsible for the following activities:

1.1. Community Support Flight Chief (FAC 45GO). Responsible for administration of the Community Support Flight.

1.2. Skills Development (FAC 45G4) (formerly referred to as Arts and Crafts). Responsible for providing recreation and education to the wing through multicraft shops, auto craft shops and woodworking shops.

1.3. Outdoor Recreation (FAC 45G5). Responsible for providing recreation activities such as: camping areas, on- and off-base recreation areas, equipment checkout, recreational swimming pools, marinas, overnight campsites, recreational lodging, parks, playgrounds, picnic areas, and skeet and trap ranges not managed by membership clubs.

1.4. Recreation Supply (Checkout). Responsible for providing information, reservation, and rental system for the use of recreational equipment to military and civilian members of the DoD and their families. This section is nonappropriated fund (NAF) personnel only.

Supersedes AFMS 45E0, 4 Mar 94;
AFMS 45GX, 4 Mar 94; and
a portion of AFMS 45DX, 6 May 96
OPR: AFCQMI/MQBA (Mr. Larry McAllister)

Certified by: AFCQMI/MQB (Lt Col Joan Buss)
Pages: 29/Distribution: F

1.5. Information, Ticket and Tour Activity. Responsible for providing activities related to Ticket and Tour services.

1.6. Business Operations Variances. These variances apply to the Officer Club Program, Air Force Noncommissioned Officer Club Program, Air Force Consolidated Club Program, Air Force Bowling Center Program, and the Air Force Golf Program.

2. Standard Data. See Attachments 2 through 6 for this information.

3. Application Instructions. Refer to Attachment 1 to identify if this AFMS applies to your location. Total the organization manpower requirements after applying the individual standards in the attachments. Any variances are added or subtracted to or from the total authorizations by attachment. Round using current rounding rules.

4. Statement of Conditions (SOC). See Attachments 2 through 6 for this information.

THOMAS E. SPITZER
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Attachments

1. Applicability Matrix
2. Community Support Flight Chief
3. Skills Development Program
4. Outdoor Recreation
5. Information, Ticket and Tour Activity
6. Business Operations Variances

★APPLICABILITY MATRIX

APPLICABLE AFMS	45XA	45XB	45XC	45XD	45XE	45XF	45XG	45XH	45XI
Large Bases*	X	X	X	X	X			X	X
Medium Bases**	X			X	X	X		X	X
Small Bases***	X				X		X	X	X

*All bases supporting an assigned military population (Air Force plus other US Services) above 5,000 and bases in PACAF and USAFE with an assigned military population above 1,000 designated as remote and isolated IAW AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

**For all CONUS bases with an assigned military population from 1,000 to 5,000 and all overseas bases with an assigned military population up to 5,000 not otherwise designated large bases.

***For all CONUS bases with an assigned military population below 1,000.

COMMUNITY SUPPORT FLIGHT CHIEF (45G0)

A2.1. Core Composition. Not applicable.

A2.2. Standard Data:

A2.2.1. **Approval Date.** 15 October 1996

A2.2.2. **Man-hour Data Source.** Not applicable (Constant Manning).

A2.2.3. **Man-hour Equation.** Y = 1 position

A2.2.4. **Workload Factor.** Not applicable.

A2.2.5. Points of Contact:

A2.2.5.1. **Functional Representative.** Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A2.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext. 3123; or Mrs. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext. 3107

A2.3. Application Instructions. One position is earned if the flight has a Skills Development Program and Outdoor Recreation. Refer to the manpower table at Appendix B for grade and skill.

A2.4. Statement of Conditions (SOC). This position may be an officer authorization. However, the offset for the officer billet must be taken from the total number of officer authorizations earned in the Combat Support Flight.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

COMMUNITY SUPPORT FLIGHT CHIEF

ADMINISTERS COMMUNITY SUPPORT FLIGHT:

A2A.1. REVIEWS AND EVALUATES SKILLS DEVELOPMENT PROGRAM, OUTDOOR RECREATION, RECREATION SUPPLY (CHECKOUT) PROGRAM, AND TICKET AND TOUR OPERATION.

A2A.2. COORDINATES AND EVALUATES BUDGET FOR COMMUNITY SUPPORT FLIGHT.

A2A.3. DEVELOPS PLAN, STRATEGY, AND MARKETING PROGRAM FOR COMMUNITY SUPPORT FLIGHT PROGRAM.

A2A.4. DEVELOPS TRAINING PROGRAM FOR ALL EMPLOYEES IN COMMUNITY SUPPORT FLIGHT.

A2A.5. ENSURES COMPLIANCE WITH THE SERVICES AFFIRMATIVE ACTION PLAN.

A2A.6. ANSWERS AND STAFFS COMMUNITY SUPPORT FLIGHT CUSTOMER COMPLAINT OR INQUIRY.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Community Support Flight Chief/45G0			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services	34M3	*CIV	1								
*This position may be an officer authorization. However, the offset for the officer billet must be taken from the total number of officer authorizations earned in the Combat Support Flight.											
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

PROCESS ANALYSIS SUMMARY
COMMUNITY SUPPORT FLIGHT CHIEF

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
ADMINISTERS COMMUNITY SUPPORT FLIGHT	MILITARY POPULATION	1.000
TOTAL FRACTIONAL MANPOWER		1.000

SKILLS DEVELOPMENT PROGRAM (45G4)

A3.1. Core Composition. This AFMS was developed for a Skills Development Program to support the wing.

A3.1.1. **Core Section Manpower Required.** 4

A3.1.2. **Core Range.** 4

A3.1.3. **Programming Factor.** Authorized Military Population

A3.2. Standard Data:

A3.2.1. **Approval Date.** March 1994

A3.2.2. **Man-hour Data Source.** Historical data/questionnaire.

A3.2.3. **Man-Hour Equation.** $Y = 4$ (constant manpower) for installations that have a Skills Development Program that include the activities listed in paragraph A3.2.4 below.

A3.2.4. Workload Factor.

A3.2.4.1. **Title.** An established Skills Development Program.

A3.2.4.2. **Definition.** An established Skills Development Program with activities contained in the following list:

A3.2.4.2.1. **Program Management.** Provides management for all activities within the Skills Development Program.

A3.2.4.2.2. **Auto Craft Shop.** Provides management, equipment control, instruction, and general oversight of the activity which contains equipment, tools, supplies, and working space used to repair automobiles and other vehicles.

A3.2.4.2.3. **Multicrafts Shop.** Provides management, equipment, tool control, instruction, and general oversight of the activity which contains equipment, tools, supplies, and working space for types of crafts that can include pottery, ceramics, photography, fine arts, lapidary, fabrics, and miscellaneous crafts.

A3.2.4.2.4. **Woodworking/Industrial Arts Shop.** Provides management, equipment, tool control, instruction, and general oversight of the activity which contains equipment, tools, supplies, and working space for woodworking and/or industrial arts types of crafts.

A3.2.4.3. **Source.** Local count of Skills Development Program activities.

A3.2.5. Points of Contact:

A3.2.5.1. **Functional Representative.** Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A3.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext. 3123; or Mrs. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext. 3107

A3.3. Application Instructions: This is a constant manning section. Installations earn 1 authorization for each activity to include Multicrafts Shop, Auto Craft Shop, and Woodworking/Industrial Arts shop, and 1 authorization for the overall Skills Development Program. Add or subtract any applicable variances.

A3.4. Statement of Conditions (S0C). The following hours of operation are suggested in AFI 34-111 for the Skills Development Program: Multicrafts Shop, 40 to 50 hours per week; Auto Craft Shop, 45 to 60 hours per week; and Woodworking/Industrial Arts Shop, 40 to 48 hours per week.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

SKILLS DEVELOPMENT PROGRAM

A3A.1. ADMINISTERS SKILLS DEVELOPMENT PROGRAM:

- A3A.1.1. PLANS AND EVALUATES PROGRAM.
- A3A.1.2. DEVELOPS OPERATIONAL DIRECTIVE.
- A3A.1.3. DETERMINES FACILITY REQUIREMENT.
- A3A.1.4. DETERMINES PERSONNEL REQUIREMENT.
- A3A.1.5. DETERMINES EQUIPMENT REQUIREMENT.
- A3A.1.6. DEVELOPS BUDGET.
- A3A.1.7. MONITORS FISCAL OPERATION.
- A3A.1.8. PROVIDES TECHNICAL GUIDANCE.
- A3A.1.9. PROVIDES CONTRACT NEGOTIATION INPUT.
- A3A.1.10. PRACTICES PUBLIC RELATIONS.
- A3A.1.11. PREPARES SERVICE CONTRACT.

A3A.2. ADMINISTERS MULTICRAFTS SHOP:

- A3A.2.1. REGISTERS/ASSISTS PATRON.
- A3A.2.2. MANAGES FUNDS.
- A3A.2.3. PROVIDES INFORMATION.
- A3A.2.4. CONDUCTS INVENTORY.
- A3A.2.5. REPAIRS EQUIPMENT.
- A3A.2.6. DETERMINES EQUIPMENT REQUIREMENT.

A3A.3. ADMINISTERS AUTO CRAFT SHOP:

- A3A.3.1. REGISTERS/ASSISTS PATRON.
- A3A.3.2. MANAGES FUNDS.
- A3A.3.3. PROVIDES INFORMATION/INSTRUCTION.
- A3A.3.4. DETERMINES TOOL AND SUPPLY NEEDS.
- A3A.3.5. REPAIRS TOOL AND EQUIPMENT.
- A3A.3.6. OPERATES TOOL ISSUE.
- A3A.3.7. INSPECTS AND MAINTAINS SERVICES VEHICLE.

A3A.4. ADMINISTERS WOODWORKING/INDUSTRIAL ARTS SHOP:

- A3A.4.1. REGISTERS/ASSISTS PATRON.
- A3A.4.2. MANAGES FUNDS.
- A3A.4.3. PROVIDES INFORMATION/INSTRUCTION.
- A3A.4.4. DETERMINES TOOL AND SUPPLY NEED.
- A3A.4.5. REPAIRS TOOL AND EQUIPMENT.
- A3A.4.6. OPERATES TOOL ISSUE.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Skills Development Program//45G4			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services Craftsman	3M071	CIV	1								
Services Journeyman	3M051	CIV	1								
Structural Journeyman	3E351	CIV	1								
General Purpose Vehicle Maintenance Journeyman	2T451	CIV	1								
TOTAL			4								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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VARIANCES

SKILLS DEVELOPMENT PROGRAM

A3C.1. Title. Negative Mission Variance for the Absence of Either an Auto Craft Shop, Multicrafts Shop, Woodworking/Industrial Arts Shop, or an Entire Skills Development Program.

A3C.1.1. **Definition.** This negative variance includes time to delete from the core AFMS if an installation does not have a multicrafts shop, auto craft shop, woodworking/industrial arts shop, or an entire Skills Development program.

A3C.1.2. **Impact.** -1.00 to -4.00 constant manpower requirement. See paragraph A3C.1.3, Applicability, below to determine impact.

A3C.1.3. **Applicability.** The core manpower was based on an installation having a Skills Development program that included a multicrafts shop, auto craft shop, and a woodworking/industrial arts shop. Subtract one manpower authorization each for the absence of a multicrafts shop, auto craft shop, and a woodworking/industrial arts shop. Subtract four authorizations if there is no Skills Development program.

A3C.2. Title. Positive Environment Variance for Installations on the Remote or Isolated Base List and All Overseas Installations.

A3C.2.1. **Definition.** This variance includes time for an additional authorization in the auto craft shop program. This variance is required because of the nonavailability of commercial auto repair facilities at remote and overseas locations. It also includes time for operating a used auto parts sales store using wrecked and abandoned vehicles.

A3C.2.2. **Impact.** +1.000 constant manpower requirement.

A3C.2.3. **Applicability.** The core manpower was based on an installation having an auto craft shop that operates between 45 and 60 hours per week. This variance applies to installations on the remote or isolated base list, and overseas bases that operate an auto craft shop over 60 hours per week. Add one General Purpose Vehicle Maintenance Apprentice, AFSC 2T431.

A3C.3. Title. Positive Mission Variance for a Skills Development Program at Gunter Annex.

A3C.3.1. **Definition.** The Skills Development Program is responsible for providing an Auto Craft Shop and a Multicrafts Shop at Gunter Annex. An assistant program manager is required due to geographical separation in addition to managers for Auto Craft Shop and Multicrafts Shop.

A3C.3.2. **Impact.** +3.000 constant manpower requirement.

A3C.3.3. **Applicability.** Applies to Maxwell AFB only if the facilities at the Gunter Annex are managed separately from the Skills Development function at Maxwell AFB. Add one Services Craftsman, AFSC 3M071; one Services Journeyman, AFSC 3M051; and one General Purpose Vehicle Maintenance Journeyman, AFSC 2T451.

PROCESS ANALYSIS SUMMARY**SKILLS DEVELOPMENT PROGRAM**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
ADMINISTERS SKILLS DEVELOPMENT PROGRAM	A SKILLS DEVELOPMENT PROGRAM	1.000
ADMINISTERS MULTICRAFTS SHOP	A MULTICRAFTS SHOP OPERATING 40 - 50 HOURS/WEEK	1.000
ADMINISTERS AUTO CRAFT SHOP	AN AUTO CRAFT SHOP OPERATING 45 - 60 HOURS/WEEK	1.000
ADMINISTERS WOODWORKING/ INDUSTRIAL ARTS SHOP	A WOODWORKING/ INDUSTRIAL ARTS SHOP OPERATING 40 - 48 HOURS/WEEK	1.000
TOTAL FRACTIONAL MANPOWER		4.000

OUTDOOR RECREATION (45G5)

A4.1. Core Composition. This AFMS was developed for an Outdoor Recreation program to the wing.

A4.1.1. **Core Section Manpower Required.** 2

A4.1.2. **Core Range.** 2

A4.2. Standard Data:

A4.2.1. **Approval Date.** July 1992.

A4.2.2. **Man-hour Data Source.** Historical data/questionnaire.

A4.2.3. **Man-hour Equation.** $Y = 2$ (constant manpower) for an Outdoor Recreation program that includes at least 4 of the outdoor activities listed in paragraph A4.2.4.2 below.

A4.2.4. **Workload Factor:**

A4.2.4.1. **Title.** An Established Outdoor Recreation Program.

A4.2.4.2. **Definition.** An established outdoor recreation program with activities contained in the following list:

A4.2.4.2.1. **Camping Areas.** Overnight areas suitable for tent or small self-contained RV camping. Sites do not include water and electric hook-ups.

A4.2.4.2.2. **On-Base Recreation Areas.** On-base locations managed for outdoor recreation use. May include swimming beaches, hiking or fitness trails, hunting areas, or fishing docks and piers and may include an outdoor recreation equipment checkout component IAW TA-410 (e.g., fishing tackle and small watercraft).

A4.2.4.2.3. **Off-Base Recreation Areas.** Off-base locations managed for outdoor recreational use. May include swimming beaches, hiking or fitness trails, hunting areas, or fishing docks and piers, and may include an outdoor recreation equipment checkout component IAW TA-410 (e.g., fishing tackle and small watercraft).

A4.2.4.2.4. **Outdoor Recreation Equipment Checkout.** Operations that support Services organized or self-directed outdoor recreation activities through the provision of equipment items authorized APF support IAW TA-410, Part B.

A4.2.4.2.5. **Recreational Swimming Pools.** Indoor or outdoor pools managed primarily for recreational aquatics rather than fitness or training purposes. (This does not include pools managed by Open Messes or by the Military Physical Fitness Center).

A4.2.4.2.6. **Marina.** Rental of watercraft, private boat berthing or mooring operations, and resale operations in excess of bait, gas, prepackaged snacks and beverages, and minor sundries.

A4.2.4.2.7. **Family Camping Facility (FAMCAMP).** Overnight campsites designed specifically for privately owned or leased recreational vehicles such as motor homes, pop-up campers, travel trailers, or pick-up campers. Sites included must provide water and electric hook-ups.

A4.2.4.2.8. **Skeet and Trap.** Shooting range operations managed by the outdoor recreation program. Do not include operations managed by membership clubs (IAW AFI 34-121, *Other Recreation Membership Clubs Programs*) or private organizations (IAW AFI 34-123, *Private Organization Programs*).

A4.2.4.2.9. **Recreational Lodging.** On- or off-base operations designed to provide overnight accommodations. Includes cabins, cottages, mobile homes, lodge rooms, presited travel trailers and campers, or enclosed sleeping shelters.

A4.2.4.2.10. **Parks, Playgrounds, and Picnic Areas.** Developed areas designed to accommodate typical family and group outdoor recreation. Facilities generally include picnic tables, shelters and pavilions, barbecue grills, bathrooms, playground structures, volleyball courts, and horseshoe pits.

A4.2.4.2.11. **Other Outdoor Areas.** Includes any on- or off-base area, facility, or operation that does not fit into any other category. (Examples: Equestrian Centers or Stables, Alpine or Nordic Ski Operations, Small Animal Zoos, Nature Centers, and Skating Rinks).

A4.2.4.2.12. **Outdoor Recreation Equipment Rental.** Operations that provide outdoor recreation equipment items not authorized APF support IAW TA-410, Part B.

A4.2.4.3. **Source.** Local count of Outdoor Recreation activities.

A4.2.5. Points of Contact:

A4.2.5.1. **Functional Representative.** Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A4.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext. 3123; or Mrs. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext. 3107.

A4.3. Application Instructions: This is a constant manning section. Installations earn 2 authorizations for the Outdoor Recreation program when they have 4 or more of the outdoor activities listed in the workload definition list. Add or subtract any applicable variances.

A4.4. Statement of Conditions (SOC). There are no unusual conditions that impact on this section.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

OUTDOOR RECREATION

A4A.1. ADMINISTERS OUTDOOR RECREATION PROGRAM:

- A4A.1.1. DETERMINES PROGRAM REQUIREMENT.
- A4A.1.2. MONITORS FISCAL OPERATION.
- A4A.1.3. DEVELOPS STUDY.
- A4A.1.4. DEVELOPS MARKETING AND PROMOTIONAL PLAN.
- A4A.1.5. DEVELOPS AND IMPLEMENTS PROGRAM SCHEDULE.
- A4A.1.6. DEVELOPS BUDGET.
- A4A.1.7. PREPARES CONTRACT.
- A4A.1.8. DEVELOPS AND IMPLEMENTS OUTDOOR ACTIVITY.
- A4A.1.9. DIRECTS OPERATION OF ON- OR OFF-BASE OUTDOOR RECREATION AREA FACILITY.
- A4A.1.10. PREPARES SERVICE CONTRACT.

A4A.2. MONITORS FACILITY AND EQUIPMENT:

- A4A.2.1. ESTABLISHES SITE RESERVATION SYSTEM.
- A4A.2.2. ENSURES FACILITY AND EQUIPMENT CLEAN-UP.
- A4A.2.3. ADVISES OF REQUIREMENT FOR CONSTRUCTION, REPAIR, OR MODIFICATION.
- A4A.2.4. PROVIDES OUTDOOR RECREATION LITERATURE.
- A4A.2.5. PROVIDES REFERRAL SERVICE.
- A4A.2.6. MAINTAINS SPECIALIZED OUTDOOR RECREATION EQUIPMENT.
- A4A.2.7. MAINTAINS GENERAL OUTDOOR RECREATION EQUIPMENT.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Outdoor Recreation/45G5			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services Craftsman	3M071	CIV	1								
Services Journeyman	3M051	CIV	1								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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VARIANCES

OUTDOOR RECREATION

A4C.1. Title. Negative Environment Variance for the Outdoor Recreation Program at Installations With Less Than Four Outdoor Recreational Areas.

A4C.1.1. **Definition.** This is a negative variance for installations with less than four outdoor recreation areas/programs for those listed in Attachment 4, Outdoor Recreation, paragraph A4.2.4..

A4C.1.2. **Impact.** -1.000 constant manpower requirement.

A4C.1.3. **Applicability.** The core manpower was based on an installation with at least four outdoor recreational areas. Subtract one Services Journeyman, AFSC 3M051, if this variance applies.

A4C.2. Title. Positive Mission Variance for the Operation of a Year-Round Swimming Pool.

A4C.2.1. **Definition.** This positive variance provides manpower for executive control and supervision of year-round swimming pools.

A4C.2.2. **Impact.** +1.000 constant manpower requirement.

A4C.2.3. **Applicability.** This variance applies to the Outdoor Recreation element at the following bases. Add one Services Journeyman, AFSC 3M051.

BASES:

Albrook	Lakenheath
Andersen	Langley
Edwards	Malmstrom
Eielson	Minot
Ellsworth	Misawa
Elmendorf	Mountain Home
Fairchild	Offutt
Grand Forks	Patrick
Griffiss	Peterson
Hickam	USAF Academy
Hill	Vandenberg
Howard	F.E. Warren
Kirtland	Wright-Patterson
Lackland	Yokota

A4C.3. Title. Positive Environmental Variance for Support of Cadet Population.

A4C.3.1. **Definition.** This positive variance provides manpower for an outdoor adventure program and equipment checkout in support of over 4000 cadets.

A4C.3.2. **Applicability and Impact.** Add +2 authorizations for USAF Academy only.

PROCESS ANALYSIS SUMMARY**OUTDOOR RECREATION**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
ADMINISTERS OUTDOOR RECREATION PROGRAM	AN OUTDOOR RECREATION PROGRAM	1.000
MONITORS FACILITIES AND EQUIPMENT	AN OUTDOOR RECREATION PROGRAM	1.000
	TOTAL FRACTIONAL MANPOWER	2.000

INFORMATION, TICKET AND TOUR ACTIVITY

A5.1. Core Composition. This AFMS was developed for a Information, Ticket and Tour activity to the wing.

A5.1.1. Core Section Manpower Required. 1

A5.1.2. Core Range. 1

A5.2. Standard Data:

A5.2.1. Approval Date. May 1996.

A5.2.2. Man-hour Data Source. Workshop Measurement

A5.2.3. Man-hour Equation. $Y = 1$

A5.2.4. Workload Factor. NA

A5.2.5. Points of Contact:

A5.2.5.1. Functional Representative. Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A5.2.5.2. AFCQMI Representatives. Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext. 3123; or Mrs. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext. 3107

A5.3. Application Instructions:

A5.3.1. Step 1. Core (fixed). Allocate one manpower requirement to the Information, Ticket and Tour activity.

A5.3.2. Step 2. Variances. Determine manpower requirement for each approved variance in Appendix C that applies to the base undergoing application.

A5.3.3. Step 3. Total. Sum the results of paragraphs A5.3.1 and A5.3.2 above to determine the total whole manpower requirement and round using current rounding rules. Consult the standard manpower table at Appendix B for skill and grade.

A5.4. Statement of Conditions (SOC). No more than one appropriated fund authorization will be devoted to a ticket and tour operation (with the exception of the USAF Academy).

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D. Process Analysis Summary

PROCESS ORIENTED DESCRIPTION**INFORMATION, TICKET AND TOUR ACTIVITY****OPERATES INFORMATION, TICKET AND TOUR ACTIVITY:****A5A.1.1. PROVIDES INFORMATION.****A5A.1.2. MAKES RESERVATION.****A5A.1.3. PROVIDES TICKET SERVICE.****A5A.1.4. PROVIDES TOUR SERVICE.****A5A.1.5. MAINTAINS FUND AND TICKET ACCOUNTABILITY.**

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Information, Ticket and Tour Activity											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services Journeyman	3M051	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

VARIANCE**INFORMATION, TICKET AND TOUR ACTIVITY**

A5C.1. Title. Positive Environmental Variance for Support of Cadet Population.

A5C.2. Definition. Provides for the added responsibility given to the Information, Ticket and Tour Activity to provide a social recreation programming Ticket and Tour operation in support of over 4000 cadets.

A5C.3. Applicability and Impact. Add +1 authorization for USAF Academy only.

PROCESS ANALYSIS SUMMARY
INFORMATION, TICKET AND TOUR ACTIVITY

PROCESS TITLE	MANPOWER
Operates Information, Ticket and Tour Activity	1
TOTAL MANPOWER	1

BUSINESS OPERATIONS VARIANCES

A6.1. Title. Positive Environmental Variance for Remote Officer Club Facilities.

A6.1.1. Definition. This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A6.1.2. Impact:

WORKLOAD FACTOR RANGE

AFSC	GRADE	50-250 OFFICERS	251-500 OFFICERS	OVER 500 OFFICERS
34M3	CIV		1	1
3M091	CIV	1		
3M071	CIV		1	1
3M051	CIV			1
TOTAL		1	2	3

A6.1.3. Applicability. Applies to the following congressionally approved remote/isolated locations with an Officer Club Program:

COMMAND	APPROVED INSTALLATIONS
ACC	Cannon Gila Bend AS Holloman Howard Minot Mountain Home Rockville
AFSPC	Clear Woomera
AMC	Grand Forks
AETC	Laughlin
PACAF	Andersen Eareckson Eielson Galena King Salmon All bases in Japan, Guam, and Korea
USAFE	Buchel Kleine Brogel Memmingen Norvenich Pruem

Oslo
 Thule
 Volkel
 All bases in Italy, Spain, Turkey, and Greece

A6.1.4. Workload Factor:

A6.1.4.1. **Title.** Authorized Officer Population.

A6.1.4.2. **Definition.** The total number of authorized officers at each remote/isolated installation.

A6.1.4.3. **Source.** The Unit Manpower Document. For AETC, authorized PCS students must be added to the permanent party figure for all bases. For other services, use their authorized strength.

A6.1.5. **Application Instructions.** Determine total number of authorized officer population and apply to Skill and Grade matrix above to determine manpower requirement.

A6.2. Title. Positive Environmental Variance for Remote NCO Club Facilities.

A6.2.1. **Definition.** This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A6.2.2. Impact:

WORKLOAD FACTOR RANGE				
AFSC	GRADE	250-500 ENLISTED	501-1500 ENLISTED	OVER 1500 ENLISTED
3M000	CIV			1
3M091	CIV		1	
3M071	CIV	1		1
3M051	CIV		1	1
TOTAL		1	2	3

A6.2.3. **Applicability.** Applies to the following congressionally approved remote/isolated locations with an NCO Club Program:

COMMAND	APPROVED INSTALLATIONS
ACC	Cannon Gila Bend AS Holloman Howard Minot Mountain Home Rockville
AFSPC	Clear Woomera
AMC	Grand Forks
AETC	Laughlin

PACAF	Andersen
	Eareckson
	Eielson
	Galena
	King Salmon
	All bases in Japan, Guam, and Korea
USAFE	Buchel
	Kleine Brogel
	Memmingen
	Norvenich
	Pruem
	Oslo
	Thule
	Volkel
	All bases in Italy, Spain, Turkey, and Greece

A6.2.4. Workload Factor:

A6.2.4.1. **Title.** Authorized Enlisted Population.

A6.2.4.2. **Definition.** The total number of authorized enlisted population at each remote/isolated installation.

A6.2.4.3. **Source.** The Unit Manpower Document. For AETC, authorized PCS students must be added to the permanent party figure for all bases. For other services, use their authorized strength.

A6.2.5. **Application Instructions.** Determine total number of authorized enlisted population and apply to Skill and Grade matrix above to determine manpower requirement.

A6.3. Title. Positive Environmental Variance for Remote/Isolated Consolidated Club Facilities.

A6.3.1. **Definition.** This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A6.3.2. Impact:**WORKLOAD FACTOR RANGE**

AFSC	GRADE	50-500 TOTAL POP	501-1500 TOTAL POP	OVER 1500 TOTAL POP
3M000	CIV			1
3M091	CIV		1	
3M071	CIV	1		1
3M051	CIV		1	1
TOTAL		1	2	3

A6.3.3. **Applicability.** Applies to the following congressionally approved remote/isolated locations with a Consolidated Club Program:

COMMAND	APPROVED INSTALLATIONS
ACC	Cannon Gila Bend AS Holloman Howard Minot Mountain Home Rockville
AFSPC	Clear Woomera
AMC	Grand Forks
AETC	Laughlin
PACAF	Andersen Eareckson Eielson Galena King Salmon All bases in Japan, Guam, and Korea
USAFE	Buchel Kleine Brogel Memmingen Norvenich Pruem Oslo Thule Volkel All bases in Italy, Spain, Turkey, and Greece

A6.3.4. Workload Factor:

A6.3.4.1. **Title.** Authorized Military Population.

A6.3.4.2. **Definition.** The total number of authorized military population at each remote/isolated installation.

A6.3.4.3. **Source.** The Unit Manpower Document. For AETC, authorized PCS students must be added to the permanent party figure for all bases. For other services, use their authorized strength.

A6.3.5. **Application Instructions.** Determine total number of authorized military population and apply to Skill and Grade matrix above to determine manpower requirement.

A6.4. Title. Positive Environmental Variance for Remote Bowling Centers.

A6.4.1. **Definition.** This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A6.4.2. **Impact.** +2.000 constant manpower requirements. The appropriate AFSC for these requirements would be 3M0X0.

A6.4.3. **Applicability.** Applies to remote/isolated bowling centers with 13 lanes or more.

A6.5. Title. Positive Mission Variance for CONUS and Overseas Bowling Centers.

A6.5.1. Definition. This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A6.5.2. Impact. 4-6 lanes +1.000 constant manpower requirement.
8-12 lanes +2.000 constant manpower requirement.

The appropriate AFSC for these requirements would be 3M0X0.

A6.5.3. Applicability. Applies to all CONUS and overseas bowling centers with 4-12 lanes.

A6.6. Title. Positive Environmental Variance for Remote Golf Facilities.

A6.6.1. Definition. This variance allows appropriated manpower for isolated bases as per SAF memo, 8 June 1989, Amended Guidance on Appropriated Fund (APF) Support of Morale, Welfare, and Recreation (MWR) Activities (SAF/ACR 7 December 1988 and 13 April 1989 memorandums - ACTION MEMORANDUM).

A6.6.2. Impact. +1.000 constant manpower requirement.

A6.6.3. Applicability. Applies to the following congressionally approved remote/isolated locations with a Golf Program:

COMMAND	APPROVED INSTALLATIONS
ACC	Cannon Gila Bend AS Holloman Howard Minot Mountain Home Rockville
AFSPC	Clear Woomera
AMC	Grand Forks
AETC	Laughlin
PACAF	Andersen Eareckson Eielson Galena King Salmon All bases in Japan, Guam, and Korea
USAFE	Buchel Kleine Brogel Memmingen Norvenich Pruem Oslo

Thule

Volkel

All bases in Italy, Spain, Turkey, and Greece